

UH Hilo
DLIR/WDD 2015-01, ETF #15
Training Matrix

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Training Activity		Duration in Hours	Duration in Weeks	Course Schedule	TUITION PRICE			Certification offered? Yes/No
Program Area	Course Title				Tuition Price	State Discount Rate (%) & Cost per unit	Total STATE Tuition and, if applicable, including tax*	
Computer Related	Adobe Lightroom	6	1 week	Refer to website for class schedule	\$75	n/a	\$75	No
Computer Related	Adobe Premier Elements	6	1 week	Refer to website for class schedule	\$50	n/a	\$50	No
Computer Related	Adobe Tools for Business	12	2 weeks	Refer to website for class schedule	\$200	n/a	\$200	No
Business/Managerial	Advanced Grant Writing	5	Less than one week	Refer to website for class schedule	\$75	n/a	\$75	No
Computer Related	Advanced InDesign	6	1 week	Refer to website for class schedule	\$75	n/a	\$75	No
Computer Related	Advanced Microsoft Excel	6	1 week	Refer to website for class schedule	\$75	n/a	\$75	No
Computer Related	Advanced Microsoft Powerpoint	6	1 week	Refer to website for class schedule	\$75	n/a	\$75	No
Computer Related	Advanced Microsoft Word	6	1 week	Refer to website for class schedule	\$75	n/a	\$75	No
Computer Related	Advanced Photoshop	6	1 week	Refer to website for class schedule	\$75	n/a	\$75	No
Computer Related	Advanced Social Media Marketing	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	Yes
Computer Related	Aerial Robotics	6	Less than one week	Refer to website for class schedule	\$100	n/a	\$100	No
Agriculture/Landscape	Agroforestry	30	5 weeks	Refer to website for class schedule	\$375	n/a	\$375	Yes

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Business/Managerial	Applied Grant Writing	5	Less than one week	Refer to website for class schedule	\$75	n/a	\$75	No
Business/Managerial	Basic Facilitation	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	No
Business/Managerial	Basic Grant Writing	5	Less than one week	Refer to website for class schedule	\$75	n/a	\$75	No
Health Industry Training	Basic Medical Coding	36	varies	Refer to website for class schedule	\$350	n/a	\$350	Yes
Business/Managerial	Becoming a Successful New Manager or Supervisor	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	No
Language	Beginning American Sign Language and Deaf Culture	9	6 weeks	Refer to website for class schedule	\$100	n/a	\$100	No
Language	Beginning Chinese Language	9	6 weeks	Refer to website for class schedule	\$55	n/a	\$55	No
Language	Beginning Japanese Language	9	6 weeks	Refer to website for class schedule	\$55	n/a	\$55	No
Agriculture/Landscape	Benefits of Beekeeping	8	2 weeks	Refer to website for class schedule	\$80	n/a	\$80	No
Business/Managerial	Board Development for Nonprofits	2	Less than one week	Refer to website for class schedule	\$30	n/a	\$30	No
Business/Managerial	Business Analytics	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	No

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Business/Managerial	Business Writing for Results	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	Yes
Health Industry Training	Case Management Specialized Certificate	90	varies	Refer to website for class schedule	\$1,195	n/a	\$1,195	Yes
Travel Industry Training	Certified Interpretive Guide Training	32	1 week	Refer to website for class schedule	\$325	n/a	\$325	No
Travel Industry Training	Certified Interpretive Host Training	16	1 week	Refer to website for class schedule	\$200	n/a	\$200	No
Agriculture/Landscape	Common Insects & Diseases in the Garden	3	Less than one week	Refer to website for class schedule	\$55	n/a	\$55	No
Soft Training	Communication Skills for Success	7	Less than one week	Refer to website for class schedule	\$100	n/a	\$100	No
Business/Managerial	Communication Skills for Women	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	Yes
Language	Conversational Japanese: Beyond Beginners	9	6 weeks	Refer to website for class schedule	\$55	n/a	\$55	No
Computer Related	Creating Interactive Virtual Tours	18	3 weeks	Refer to website for class schedule	\$375	n/a	\$375	No
Business/Managerial	Criticism & Discipline Skills for Managers and Supervisors	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	Yes
Computer Related	Cyber Security for Business	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	No

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Program Area	Course Title				Tuition Price	State Discount Rate (%) & Cost per unit	Total STATE Tuition and, if applicable, including tax*	
Soft Training	Dealing With Difficult & Upset People	3	Less than one week	Refer to website for class schedule	\$55	n/a	\$55	No
Soft Training	Effective Business Communication	7	Less than one week	Refer to website for class schedule	\$100	n/a	\$100	No
Language	Effective Communicatin with Non-native Speakers of English	3	Less than one week	Refer to website for class schedule	\$50	n/a	\$50	No
Soft Training	Emotional Intelligence: Helping You Provide Better Care	2	Less than one week	Refer to website for class schedule	\$49	n/a	\$49	Yes
Agriculture/Landscape	EcoLogical Farm Design for Beginners	48	3 weeks	Refer to website for class schedule	\$450	n/a	\$450	No
Agriculture/Landscape	EcoLogical Farm Design - Intermediate	48	3 weeks	Refer to website for class schedule	\$450	n/a	\$450	No
Agriculture/Landscape	EcoLogical Farm Design - Advanced	48	3 weeks	Refer to website for class schedule	\$450	n/a	\$450	Yes
Health Industry Training	Fall Prevention	6	6 weeks	Refer to website for class schedule	\$80	n/a	\$80	No
Business/Managerial	Farm Business Management	15	5 weeks	Refer to website for class schedule	\$100	n/a	\$100	No
Computer Related	Filemaker	6	1 week	Refer to website for class schedule	\$50	n/a	\$50	No
Business/Managerial	Finance & Accounting for NonFinancial People	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	Yes

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Program Area	Course Title				Tuition Price	State Discount Rate (%) & Cost per unit	Total STATE Tuition and, if applicable, including tax*	
Computer Related	Foundations of Geographic Information Systems (GIS)	14	2 weeks	Refer to website for class schedule	\$600	n/a	\$600	No
Business/Managerial	Fundraising for Nonprofits	2	Less than one week	Refer to website for class schedule	\$30	n/a	\$30	No
General Skills	General Care of Backyard Citrus & Avocado	2.5	1 week	Refer to website for class schedule	\$30	n/a	\$30	No
Computer Related	Google Apps for Collaboration	6	1 week	Refer to website for class schedule	\$50	n/a	\$50	No
Agriculture/Landscape	Hawaii Master Food Preserver Certificate Program	64	2 weeks	Refer to website for class schedule	\$400	n/a	\$400	Yes
Soft Training	How to Communicate with Tact and Professionalism	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	Yes
Soft Training	How to Deliver Exceptional Customer Service	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	Yes
Soft Training	How to Deliver Exceptional Customer Service Over the Phone	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	Yes
Soft Training	How to Manage Conflict & Confrontation	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	Yes
Soft Training	I Don't Just Work Here	3	Less than one week	Refer to website for class schedule	\$50	n/a	\$50	No
Health Industry Training	ICD-10 Coding Workshop	30	2 weeks	Refer to website for class schedule	\$500	n/a	\$500	No

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Program Area	Course Title				Tuition Price	State Discount Rate (%) & Cost per unit	Total STATE Tuition and, if applicable, including tax*	
Soft Training	Improving Workplace Relationships	8	Less than one week	Refer to website for class schedule	\$100	n/a	\$100	No
Agriculture/Landscape	Intermediate Beekeeping: Honeybee Health	8	2 weeks	Refer to website for class schedule	\$80	n/a	\$80	No
Computer Related	Intermediate InDesign	12	2 weeks	Refer to website for class schedule	\$75	n/a	\$75	No
Computer Related	Intermediate Microsoft Excel	12	2 weeks	Refer to website for class schedule	\$75	n/a	\$75	No
Computer Related	Intermediate Microsoft Powerpoint	12	2 weeks	Refer to website for class schedule	\$75	n/a	\$75	No
Computer Related	Intermediate Microsoft Word	12	2 weeks	Refer to website for class schedule	\$75	n/a	\$75	No
Computer Related	Intermediate Photoshop	12	2 weeks	Refer to website for class schedule	\$75	n/a	\$75	No
Computer Related	Introduction to InDesign	12	2 weeks	Refer to website for class schedule	\$50	n/a	\$50	No
Computer Related	Introduction to Microsoft Excel	12	2 weeks	Refer to website for class schedule	\$50	n/a	\$50	No
Computer Related	Introduction to Microsoft PowerPoint	12	2 weeks	Refer to website for class schedule	\$50	n/a	\$50	No
Computer Related	Introduction to Microsoft Word	12	2 weeks	Refer to website for class schedule	\$50	n/a	\$50	No
Computer Related	Introduction to Photoshop	12	2 weeks	Refer to website for class schedule	\$50	n/a	\$50	No

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Program Area	Course Title				Tuition Price	State Discount Rate (%) & Cost per unit	Total STATE Tuition and, if applicable, including tax*	
Computer Related	Keyboarding	12	3 weeks	Refer to website for class schedule	\$50	n/a	\$50	No
Business/Managerial	Leadership for Academics and Professionals	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	No
Business/Managerial	Leadership for You and Your Business	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	No
Business/Managerial	Leadership, Team Building, and Coaching	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	Yes
Health Industry Training	Lean Practitioners In Healthcare	40	2 weeks	Refer to website for class schedule	\$1,295	n/a	\$1,295	Yes
Business/Managerial	Managing Multiple Priorities, Projects, and Deadlines	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	Yes
Health Industry Training	Medical Terminology	8	Less than one week	Refer to website for class schedule	\$350	n/a	\$350	Yes
Soft Training	Mindfulness Based Stress Reduction (MBSR)	25	5 weeks	Refer to website for class schedule	\$155	n/a	\$155	No
Computer Related	Mobile App Development	12	2 weeks	Refer to website for class schedule	\$250	n/a	\$250	No
Health Industry Training	Nutrition Through the Life Cycle	18	online	Refer to website for class schedule	\$225	n/a	\$225	No
Business/Managerial	Project Management Workshop	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	Yes

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Program Area	Course Title				Tuition Price	State Discount Rate (%) & Cost per unit	Total STATE Tuition and, if applicable, including tax*	
Computer Related	Publisher	6	1 week	Refer to website for class schedule	\$75	n/a	\$75	No
Computer Related	Quickbooks	10	2 weeks	Refer to website for class schedule	\$150	n/a	\$150	No
Computer Related	R Statistical Analysis	12	2 weeks	Refer to website for class schedule	\$250	n/a	\$250	No
Computer Related	Remotely Piloted Aerial Systems (RPAS)	3	Less than one week	Refer to website for class schedule	\$125	n/a	\$125	No
Business/Managerial	Sales 101: Increase Your In-Person Sales Success	7	Less than one week	Refer to website for class schedule	\$100	n/a	\$100	No
Business/Managerial	Step Up to Supervisor	8	2 weeks	Refer to website for class schedule	\$150	n/a	\$150	No
Business/Managerial	Taking Your Business Online	7	1 week	Refer to website for class schedule	\$150	n/a	\$150	No
Soft Training	Teams That Work (Workstyles Refresher)	2.5	Less than one week	Refer to website for class schedule	\$75	n/a	\$75	No
Agriculture/Landscape	Tropical Fruit Trees	2.5	Less than one week	Refer to website for class schedule	\$25	n/a	\$25	No
Business/Managerial	Tsunami Preparedness Course for Businesses	2	online	Refer to website for class schedule	\$50	n/a	\$50	Yes
Business/Managerial	Tsunami Preparedness Course for Community Emergency Response Teams	2	online	Refer to website for class schedule	\$50	n/a	\$50	Yes

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Business/Managerial	Tsunami Preparedness Course for Educators	2	online	Refer to website for class schedule	\$50	n/a	\$50	Yes
Business/Managerial	Tsunami Preparedness Course for Ocean Recreation Specialties	2	online	Refer to website for class schedule	\$50	n/a	\$50	Yes
Business/Managerial	The Outstanding Receptionist	7	Less than one week	Refer to website for class schedule	\$75	n/a	\$75	Yes
Soft Training	Understanding Workstyle Differences	3	Less than one week	Refer to website for class schedule	\$80	n/a	\$80	No
Business/Managerial	Using UAVs in Your Business	24	1 week	Refer to website for class schedule	\$750	n/a	\$750	No
Agriculture/Landscape	Value-Added Food Product Marketing Workshop	3	Less than one week	Refer to website for class schedule	\$55	n/a	\$55	No
Agriculture/Landscape	Value-Added Product Packaging Design Workshop	3	Less than one week	Refer to website for class schedule	\$55	n/a	\$55	No
Agriculture/Landscape	Vegetable Gardening	2.5	Less than one week	Refer to website for class schedule	\$25	n/a	\$25	No
Computer Related	Web Development for Professionals	6	1 week	Refer to website for class schedule	\$75	n/a	\$75	No

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Language	Workplace English for Adult English Language Learners, Beginning-level, Part I	10	10 weeks	Refer to website for class schedule	\$140	n/a	\$140	No
Language	Workplace English for Adult English Language Learners, Beginning-level, Part II	10	10 weeks	Refer to website for class schedule	\$140	n/a	\$140	No